

**Search Committees**

- 3-9 members
- Diversity on the committee attracts and keeps interest of diverse candidates
- First meeting discussion
  - Role of Committee Chair
  - Time Commitment
  - Charge
  - Process, including timeline for recruiting candidates
  - Communication/Confidentiality
  - Records management

**Job Description**

- Ensure that it is clear and fully describes qualities and attributes of desired person
- Revise as necessary using as resource and informing HR

**Recruiting**

- Increased effort for diverse candidates
- Classified and internet sources
- Use networks
- Use of professional recruiters
- Equal Employment Opportunity/Affirmative Action designation
- Acknowledge applicants

**Evaluating Resumes**

- Develop screening criteria before evaluating resumes
- Each committee member should evaluate each resume independently
- Identify applicants who are not qualified
- Ask HR to notify those eliminated who do not meet qualifications
- Rank the remaining applicants
- Identify who to pursue and who to put on hold

**Preparing to Interview**

- Discuss prior to interviews
  - Nature and structure of interviews
  - Legal and appropriate questions

- Hypothetical vs. Behavioral
  - Behavioral interviewing inquires about actual performance (“How did you...” rather than “What would you do if...”)

### **Preliminary/Phone screening interview**

- Confirm resume information
- Questions arising during preliminary screening
- Prepared questions, use standard candidate evaluation form
- 30 minutes
  - 3-4 minutes: intro/chit chat
  - 15-18 minutes: formulated questions
  - 3-5 minutes: questions from candidate
  - 2-3 minutes: summary and next steps
- Quick post call decision and ranking

### **Campus Interview**

- Useful to assign topics to specific committee members e.g. education, prior work history
- Provide candidate with main contact person (the Chair)
- Be professional
  - Stay on schedule
  - Meeting environment
  - Attire, attitudes, etc.

### **Evaluating the Finalists**

- Each member should independently rank candidates
- Encourage robust discussion

### **Reach Out to New Hire After Employment Starts**

- Increase retention and productivity
- Extend reputation of department/institution

### **Internal Candidates**

- Treat just like outside candidate
  - Screen using same criteria
- Internal candidate should not participate in interview of outside candidates

### **Notes:**

- Failed Search: Don't settle. Acknowledge failed search.
- Retention of search records is 3 years